

**ONEIDA COUNTY
LABOR RELATIONS
EMPLOYEE SERVICES**

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Linda M. Herrmann
Employee Services Manager
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MEMORANDUM

TO: E911 Telecommunicator Applicants

FROM: Linda Herrmann, Employee Services Manager

DATE: November 2014

RE: Eligibility List Instructions/Information

In this application packet you will find an employment application, authorization for release of information, test site form, veteran preference point form; job description and a copy of the advertisement for this position.

******All applicants should complete the questions at the bottom of page 3 of the employment application. ******

Please complete all forms included in this packet and **return it no later than 4:30 p.m. on Friday, December 12, 2014** with a check for \$15.50 made payable to the Oneida County Treasurer for the written exam to the Labor Relations Employee Services Office. The written exam is scheduled for Saturday, January 10, 2015; a test site form is included for you to select which location you would like to take the written exam. If you have taken this written exam within the last six months and wish to transfer your score, please indicate the agency (department) you took the test for, the date of the exam and include a check for \$9.00 made payable to the Oneida County Treasurer.

The Labor Relations Employee Services Office will review all applications and determine whether each applicant has met the minimum qualifications of the position of E911 Telecommunicator. Applicants deemed qualified will be registered for the written exam and receive a confirmation from Wisconsin Personnel Partners the week of January 4, 2015; all other applicants will receive their testing fee back.

If you should need any assistance with this material, please contact me at 715-369-6153.